



DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA
OFFICE OF THE ADJUTANT GENERAL
JACKSON BARRACKS
NEW ORLEANS, LOUISIANA 70117

NGLA-JBM-HE

2 November 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Sexual Harassment Prevention Policy Statement

1. Sexual harassment is a form of sexual discrimination. It is illegal and will not be tolerated in the Louisiana National Guard. It is a form of misconduct that requires the personal awareness and attention of every member of the chain of command. Left unchecked, it is a serious detractor from morale, productivity, unit readiness and mission accomplishment, which we cannot afford.

2. Without exception, all Louisiana National Guard personnel are entitled to a work environment free from sexual harassment. To ensure a clear understanding of what constitutes sexual harassment, the official Department of Defense definition is outlined below:

“Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person’s job, pay or career, or

b. Submission to or rejection of such conduct by a person is used as a basis for creer or employment decisions affecting that person, or

c. Such conduct interferes with an individual’s performance or creates an intimidating, hostile or offensive environment.”

3. Any person in supervisory or command positions who uses or condones, implicitly or explicitly, sexual behavior to control, influence or affects the career, pay or job of a military or civilian employee is engaging in sexual harassment. Similarly, any military or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment.

4. It is my policy that all Louisiana National Guard personnel be trained to recognize sexual harassment, to understand both individual and supervisory responsibility for preventing sexual harassment, and to be aware of how to seek redress in the event that it does occur. The sexual harassment prevention program in the Louisiana National Guard will be periodically evaluated by conducting on-site visits.



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5. The Inspector General will not normally handle equal opportunity complaints, but rather refer the complainants to the Equal Opportunity Office. Any complainant who alleges reprisal for having engaged in a protected equal opportunity activity (i.e., for having filed a complaint of discrimination, for preparing to file a complaint of discrimination, for having testified as a witness in a discrimination complaint investigation, for informing officials within the chain of command or NGB of perceived discrimination, or any other protected communications related to equal opportunity matter) must be advised that he/she may file such a complaint through the Inspector General if he/she wishes full protection under the Whistle Blowers Act (Title 10, U. S. C. 1034). Such complaints must be filed with the Inspector General in accordance with DoD Directive 7050.6 "Military Whistleblower Protection" within 60 days of the complainant becoming aware of the alleged reprisal action.

6. Each complaint of sexual harassment, as with any other complaint of discrimination, is to be given prompt attention, treated objectively and resolved at the lowest level of management if possible. Sanctions outlined in respective technician or military regulations are to be applied. Moreover, such instances are to be thoroughly documented in performance evaluations or military efficiency reports.

7. Any person who believes that he or she has been the victim of sexual harassment, or who has any knowledge of similar behavior, is urged to report such conduct immediately through the chain of command, Equal Opportunity Advisor, Equal Opportunity Leader or to the State Equal Employment Manager.

8. Commanders and supervisor will insure that unit members and/or employees are informed of this policy. In addition, a copy of this letter will be posted on each organization, activity, or installation bulletin board.

9. Point of contact is WO1 Philip Cancienne, State Equal Employment Manager, NGLA-JPM-HE, 6400 St. Claude Avenue, New Orleans, Louisiana 70117 or cell phone (504) 258-4943.



GLENN H. CURTIS

MG, LAARNG

The Adjutant General

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